



## FY 2006 CPMSUPR Web-Application Release 5.0

### Project Officer (PO) Quick Start Guide

#### 1.0 System Overview

Top-Level Link	Features
Welcome	Default page at login for all users. CPMSUPR homepage. User name and role are displayed in this page.
Inbox	Displays all reports submitted to the HRSA Project Officer (PO) by Project Directors (PD).
Search	"Search" returns a link to a Read-Only version of the grant report(s) submitted by or being worked on by PD
Reports	Status Reports display the status of the expected reports by Project Officer. Returned Reports link will display the list of Reports that have been reviewed and returned for corrections.
Administration	Modify the PO HRSA Project Officer CPMSUPR user profile(e.g. phone, email, etc) or change your password.
Logout	Exit the CPMSUPR system

#### 2.0 Login

Go to this URL: <https://perfdata.hrsa.gov/BHPr/CPMSUPR>

**Note:** Project Officer (PO) accounts are created by the CPMSUPR Development Team. For all new Project Officer account requests, please contact the HRSA Call Center by phone at 301-998-7373 or 877-464-4772, or by email at [CallCenter@HRSA.Gov](mailto:CallCenter@HRSA.Gov). New Project Officer Accounts must be requested by Division Branch Chief and will be reviewed and approved by OWEQA.

#### 3.0 Accepting Reports for PO Review

- Login into CPMSUPR with your PO account using URL provided above
- Click the "Inbox" link at the top of the page
- Click on any of these | "View" | links to begin the Review process.

**Note:** The system will automatically set the status to **under review** after the PO has clicked on any of these links. (The history of actions taken for a grant will also be updated). Click 'comments' link to review comments made by PD and add additional comments to the report. Click 'view' link to view the data in the report and review progress (UPR) data and performance (CPMS) data. Click 'process/submit' link once all data review has been completed to clear the report or got return the report for corrections.

#### 4.0 Reviewing CPMSUPR Reports

**Note:** Links (Top Left Navigation Menu) appearing under the heading "**CPMSUPR Reports**" (UPR-I, UPR-II, CPMS, Final Summary) indicate the sections of the report required to be submitted by the grantee for the reporting year. For a complete set of reporting guidelines, please visit the application HELP link located on the top right of your screen.

- Click the "View" link from your PO-Inbox. Please notice the grant and report type you would like to review and click the "View" link which re-direct the user to a read-only version of the data entry screens.
- Click the "View Comments" link from the left-hand "CPMSUPR Report Administration" menu to view any comments made by the Project Investigator on the report.

**Note:** Comments can be entered on any screen / form and can be viewed from any screen / form. To enter a comment at the report level, please use the Top Left-Hand side navigation menu "Add Comments" link. Comments are part of the record of the yearly report and can be printed and saved as PDF files. In every screen/form only the latest comment will be displayed, for a list of all comments please click the "view comments" link.

- Click on the link under "CPMSUPR Reports" representing the section of the report you wish to review – this will expand the tables within the section. For example, click "UPR I" link and 'Project Objectives' screen link should be displayed.
- Review each table by clicking on the corresponding link or navigate to the next form / screen by clicking the <next> link.

**Note:** You can communicate with the Project Investigator by using "From Comments" and "Report Level Comments". Add a comment about specific forms by typing text in the "Form Comments" box located at the bottom of each page of the report. Add a global comment about the entire report by clicking "Add Comments" from the left-hand "CPMSUPR Report Administration" menu. After clicking the link, type your global comment and click the "Save Comment" button

#### 5.0 Clear Report or return to Project Director (PD) for changes

- Click the "Process/Submit Report" link from the left-hand "CPMSUPR Report Administration" menu
  - If changes to the report are required, click the "Return report to Principal Investigator for changes" radio button and click the "Process" button
  - If no changes are required, click the "Clear the report" radio button and the "Process" button
  - Click the "Close" button to close the confirmation window

**Note:** If changes to the report are required, please use the Comments feature to communicate changes with the Project Investigator. If POs have completed review of reports POs can clear or return reports for corrections using the link "process/submit" report provided in the PO inbox screen.